

The Delaware Developmental Disabilities Council
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Request for Proposals

The Council invites proposals from individuals, agencies and educational institutions under the Developmental Disabilities Council's Grant Funds in accordance with the DD Assistance and Bill of Rights Act Amendments of 2000.

RFP Number: RFP 0606

Issue Date: November 19, 2006

Project: The Developmental Disabilities Council will provide funding up to **\$15,000** to coordinate and implement training on how to administer inclusive after school programs, that include children with developmental disabilities, in schools and community centers for children 10 and older.

Optional Bidders Conference: Friday, December 8, 2006 at 1:30 p.m. in the Margaret O'Neil Building's Second Floor Conference Room

Proposal Due Date: January 22, 2007 by 4:30 p.m.

Project Term: 2 years

Contractor's Scope of Services for the Project: This RFP seeks a contractor to accomplish the following:

1. Research what inclusive after school programs are currently available in Delaware schools and community centers for kids 10 and older and determine if any are model programs.
2. Research what curricula may be available to train school administrators and community center directors on administering inclusive after school programs for kids 10 and older. If no curricula are available develop a training curriculum to accomplish the above.
3. Obtain training facilities to present the training.
4. Schedule, advertise and present the trainings to school administrators and community center directors.
5. Develop a resource packet for those being trained.
6. Provide technical assistance to the school and community center administrators during the length of the contract.

Contractor's Administrative Requirements:

1. Submit a proposal with a detailed budget clearly specifying how you will accomplish the Contractor's Scope of Services.
2. Administer a consumer satisfaction survey as specified in the contract.
3. Submit program and fiscal reports as required by the contract.
4. Provide a 40% match to the DD Council project funds either in cash or in kind.
5. Comply with the requirements of the federal Davis-Bacon for any construction project in excess of \$2,000

How to Apply: Go to the DD Council web-site at www.state.de.us/ddc and click on Proposal Guidelines or request a copy of the Guidelines for the Preparation of Proposals from the DD Council Office.

When you contact us, refer to the RFP number listed above. Submit ten (10) copies of the proposal.

If you have any questions or would like further information, call the DD Council office at 302-739-3333.